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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 4 October 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of September 1948

1. Status of Personnel:

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- a. Persons authorized
- b. Persons on duty
- c. Persons on leave without pay
- d. Persons on maternity leave
- e. Remaining unfilled positions

2. Major Accomplishments:

a. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of September 1948 was \$20,392.53. Continuous efforts will be made by this office to effect transfer of excess property from using activities to stock during audits and inventories of property accounts.

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b. Mr. [REDACTED] Assistant Chief, Property Control Division will, during the ensuing month, furnish complete reports relative to the audits and inventories conducted of [REDACTED] Accounts located at [REDACTED] and OO and I&S sub-accounts located at [REDACTED]

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[REDACTED]. These reports which will be submitted to your office, will be complete in all details with respect to accountability of property at said accounts; irregularities in procedure; and recommendations for revising current property procedures.

c. This office has, with the concurrence of Chief, Physical Security Division, eliminated the maintenance of separate classified logs for requisitions processed through Office Supplies and Equipment, Account Nos. 2 and 3, respectively. This procedure will eliminate duplication of records maintained within said accounts.

d. Reference is made to the attached memorandum dated 17 September 1948, which indicates the various types of records this office has eliminated. The elimination of such records from the Property Control Division's files has resulted in consolidation of assignments within the Control Section and the elimination of several

positions. Continuous efforts will be made to develop the efficient functioning of this office by frequently surveying each assigned section.

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e. During the past month this office forwarded to Mr. [REDACTED], Chairman and member of the CIA Property Survey Board, respectively, a procedure relative to a \$10.00 quarterly allowance for expendable supplies in supply accounts and an allowance of 1 1/2 of 1 percent gasoline evaporation within Fuels and Lubricants Account. Said procedure will, upon concurrence of the above named individuals, be forwarded your office.

3. Future Plans: Property Control Division has no other specific plans for the future other than working towards a general improvement of the methods employed in accounting for property within this Agency.

4. During the month of September 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted	607
(2) Reports of Inventory Adjustment Processed ..	10
(3) Identification Control Cards Posted	1767

b. Audit and Inspection Section:

(1) Property Accounts audited	1
(2) Number of Accident Reports Investigated	3
(3) Number of Damaged Property Investigations Conducted	3

c. Clearance and Survey Section:

(1) Survey Reports Being Investigated	14
(2) Survey Reports Processed to Board	
(a) Relieved	1
(b) Action Deferred	9
(c) Referred to SO Property Board	1
(3) Property Clearances Issued	63
(4) Property Passes Issued	4

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Chief, Control Section, HCD

17 September 1948

Chief, Property Control Division

Elimination of Records

1. As a result of a recent survey conducted by the undersigned relative to elimination of records received in the Control Section, Property Control Division, the following will become effective as of this date:

a. The Procurement Section, Supply Division, has been notified to discontinue distributing to the Property Control Division, Purchase Order copy number 5, and memorandums distinguishing requisition numbers assigned to Purchase Orders and requisitions for stock items. In the future, questions, if any, pertaining to nomenclature may be obtained through the Procurement Section.

b. The Transportation Division has been notified to discontinue distribution of MC Form No. 437, Delivery Order and Receipt and Monthly Abstract of Issues, Form No. 10-117, to this office. Information pertaining to issues of gasoline, oil, and lubricants may be obtained in the voucher files of Supply Account No. 9.

c. Notification has been forwarded to Supply Officer, Office Supplies, Supply Account No. 2 THRU: Chief, Storage and Issue Section, Supply Division, to discontinue distribution of credit vouchers (Form No. 36-7, Request for Supplies, Equipment or Services) to the Property Control Division. Debit voucher (Form No. 36-10, Delivery Ticket) will continue to be received. Such vouchers will be registered in the Delivery Ticket Log and, if necessary, nomenclature will be adjusted by the Control Section. When this has been accomplished, debit voucher will be destroyed.

d. Form No. 36-10, Delivery Ticket indicating issuance of expendable supplies, services rendered, and repairs to machines for using activities, (Property Accounts) will continue to be received. Form No. 36-10 will be registered in the Delivery Ticket Log, and all copies, with the exception of those covering repairs to office machines, will be destroyed. Delivery tickets covering repairs to office machines will be retained by the posting clerk and filed in numerical sequence to substantiate postings recorded on Identification Control Cards, Form No. 36-48.

e. Form No. 36-10, Delivery Ticket, indicating services rendered and repairs to serially numbered items within Supply Accounts, will continue to be received. Form No. 36-10 will be registered in

the Delivery Ticket Log and all copies, with the exception of those covering repairs to office machines, will be destroyed. Delivery Tickets covering repairs to office machines will be retained by the posting clerk and filed in numerical sequence to substantiate postings recorded on Identification Control Cards, Form No. 36-48.

f. The preparation and establishment of a stock catalog, indicating stock numbers and nomenclature of supplies and equipment within Operational Supply Account No. 4 will be accomplished by the Supply Division. With the exception of Supply Account No. 4, this office will continue to adjust nomenclature of non-standard items received within Supply Accounts, and will coordinate with Supply Officers of activities concerned relative to such nomenclature adjustments.

2. You are advised to determine, during the ensuing month, the feasibility of maintaining two sets of Identification Control Cards, Form No. 36-48. Your written recommendations will be forwarded to the undersigned on or before 31 October 1948. During the interim period, to eliminate work flow, postings of vouchers covering serially numbered items to Identification Control Cards, maintained in numerical sequence, will only indicate the account number or symbols, such as, "C" for Cargo; "NSC" for National Security Council; etc., such items were transferred to Form No. 36-48, maintained by account numbers will, at all time, reflect complete information.

3. Prior to disposing of any documents reflected in paragraph 1-a thru f above, such documents will be forwarded to the undersigned at the end of each work week for final disposition. To ascertain that documents have been registered in the Delivery Ticket Log, the symbol "R" will be indicated thereon.

4. Forwarded for your necessary action.



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cc: Chief, Services Branch ✓
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